

**CONNECTICUT DEPARTMENT OF CORRECTION
SUPPLEMENTAL APPLICATION FOR EMPLOYMENT**

A. PERSONAL BACKGROUND

Position Applying For:			
Name (Last, First, Middle)			SOCIAL SECURITY NUMBER
Address (No., Street, City, State, Zip)			DATE OF BIRTH
Telephone Numbers (Include Area Code) Home Business Cell			U.S. CITIZEN <input type="checkbox"/> YES <input type="checkbox"/> NO IF NO, CITIZEN OF:
COLOR OF HAIR	COLOR OF EYES		
HAS YOUR NAME (LAST, FIRST AND / OR MIDDLE) CHANGED? <input type="checkbox"/> YES <input type="checkbox"/> NO IF YES, LIST OTHER NAMES USED:			
VOLUNTARY DEMOGRAPHIC INFORMATION: In order to meet Federal and State reporting requirements and to evaluate the effectiveness of our testing program, it is necessary that the following information be supplied. The data will not be used for discriminatory purposes and will not be considered in an evaluation of your eligibility for certification.			
			RACE SEX
DO YOU HAVE ANY TATTOOS, SCARS OR DISTINGUISHING MARKS <input type="checkbox"/> YES <input type="checkbox"/> NO		IF YES, PROVIDE LOCATION AND DESCRIPTION OF TATTOO(S):	
LIST ALL PLACES WHERE YOU HAVE LIVED WITHIN THE LAST 5 YEARS, BEGIN WITH PRESENT ADDRESS			FROM TO /
			/
			/
			/
			/
			/
			/

B. EDUCATION

HIGH SCHOOL (If attended more than one, list last one attended)	MAJOR COURSE OF STUDY	
ADDRESS	DATES ATTENDED /	GRADUATED <input type="checkbox"/> YES <input type="checkbox"/> NO
GED	MAJOR COURSE OF STUDY	
CITY/STATE	DATE RECEIVED /	ATTAINED <input type="checkbox"/> YES <input type="checkbox"/> NO
TECHNICAL SCHOOL	MAJOR COURSE OF STUDY	
ADDRESS	DATES ATTENDED /	GRADUATED <input type="checkbox"/> YES <input type="checkbox"/> NO
COLLEGE / UNIVERSITY	MAJOR COURSE OF STUDY	CREDITS
ADDRESS	DATES ATTENDED /	GRADUATED <input type="checkbox"/> YES <input type="checkbox"/> NO
COLLEGE / UNIVERSITY	MAJOR COURSE OF STUDY	CREDITS
ADDRESS	DATES ATTENDED /	GRADUATED <input type="checkbox"/> YES <input type="checkbox"/> NO

C. LICENSE OR CERTIFICATIONS HELD (e.g., medical, nursing, engineering) SPECIAL SKILLS.

KIND(S)	ISSUED BY	DATE ISSUED	EXPIRATION DATE	NO.
DO YOU SPEAK OR WRITE A LANGUAGE OTHER THAN ENGLISH? <input type="checkbox"/> YES <input type="checkbox"/> NO IF YES, SPECIFY LANGUAGE:			(This information is voluntary unless required by the exam announcement).	

D. MILITARY RECORD

HAVE YOU EVER BEEN A MEMBER OF THE ARMED FORCES? DATES OF ENLISTMENT (FROM / TO)	
<input type="checkbox"/> YES <input type="checkbox"/> NO	
BRANCH OF SERVICE	ACTIVE <input type="checkbox"/> RESERVES / NATIONAL GUARD <input type="checkbox"/>
TYPE OF DISCHARGE	
ARE YOU PRESENTLY A MEMBER OF A MILITARY RESERVE UNIT? <input type="checkbox"/> YES <input type="checkbox"/> NO	BRANCH OF SERVICE
NAME AND ADDRESS OF RESERVE UNIT	
NAME AND ADDRESS OF COMMANDING OFFICER	TELEPHONE NUMBER

E. MOTOR VEHICLE RECORD

DO YOU HAVE A CURRENT AND VALID MOTOR VEHICLE OPERATOR'S LICENSE? <input type="checkbox"/> YES <input type="checkbox"/> NO			
OPERATOR'S LICENSE NUMBER	TYPE OF LICENSE	STATE	EXPIRATION DATE
HAS YOUR OPERATOR'S LICENSE BEEN REVOKED OR SUSPENDED WITHIN THE LAST 5 YEARS? <input type="checkbox"/> YES <input type="checkbox"/> NO			
IF YES, PLEASE EXPLAIN CIRCUMSTANCES			

F. CRIMINAL RECORD

HAVE YOU EVER BEEN CONVICTED OF AN OFFENSE AGAINST CRIMINAL OR MILITARY LAW, OR ARE THERE ANY CHARGES CURRENTLY PENDING AGAINST YOU? IF YES, COMPLETE BELOW. <input type="checkbox"/> YES <input type="checkbox"/> NO			
Note: You are <u>not</u> required to disclose the existence of any arrest, criminal charge or conviction, the records of which have been erased pursuant to CT General Statutes § 46b-146, 54-76o, or 54-142a. If your criminal records have been erased pursuant to one of these statutes, you may swear under oath that you have never been arrested. Criminal records that <u>may</u> be erased are records pertaining to a finding of delinquency or that a child was a member of a family with service needs (C.G.S. § 46b-146), an adjudication as a youthful offender (C.G.S. § 54-76o), a criminal charge that has been dismissed or nolle, a criminal charge for which the person has been found not guilty or a conviction for which the person received an absolute pardon (C.G.S. § 54-142a).			
DATE	COURT LOCATION	OFFENSE	DISPOSITION

Conviction(s) will not automatically disqualify the applicant from consideration for employment.

G. STREET GANGS

ARE YOU CURRENTLY A MEMBER OF A STREET GANG? <input type="checkbox"/> YES <input type="checkbox"/> NO	IF YES, PLEASE GIVE NAME
HAVE YOU EVER BEEN A MEMBER OF A STREET GANG? <input type="checkbox"/> YES <input type="checkbox"/> NO	IF YES, PLEASE GIVE NAME
ARE ANY OF YOUR ACQUAINTANCES MEMBERS OF STREET GANGS? <input type="checkbox"/> YES <input type="checkbox"/> NO	IF YES, PLEASE GIVE NAME

H. FAMILY BACKGROUND

FATHER'S NAME (Even if deceased)
ADDRESS (No., Street, City, State, Zip)
MOTHER'S NAME (Even if deceased)
ADDRESS (No., Street, City, State, Zip)
SPOUSE'S NAME (If applicable)
ADDRESS (No., Street, City, State, Zip)

PLEASE LIST NAMES AND ADDRESSES OF ALL BROTHERS AND SISTERS

[illegible]

I. EMPLOYMENT: HAVE YOU EVER BEEN EMPLOYED BY THE STATE OF CONNECTICUT?

☐ YES ☐ NO

HAVE YOU EVER BEEN EMPLOYED BY THE CONNECTICUT DEPARTMENT OF CORRECTION?

☐ YES ☐ NO

IF YOU HAVE EVER BEEN EMPLOYED BY THE STATE OF CONNECTICUT, PLEASE INCLUDE IN ADDITION TO YOUR EMPLOYMENT HISTORY LISTED BELOW.

STARTING WITH YOUR PRESENT OR MOST RECENT EMPLOYMENT, LIST ALL EMPLOYMENT YOU HAVE HELD DURING THE LAST 10 YEARS							
OFFICIAL JOB (Start with most recent title)			COMPANY NAME			TYPE OF BUSINESS	
NAME & TITLE OF IMMEDIATE SUPERVISOR				BUSINESS ADDRESS			
				PHONE NO.			
EMPLOYED FROM (mo) (yr)		TO (mo) (yr)		TOTAL (yrs., mos)		SALARY OR WAGE \$ PER	
						HOURS PER WEEK (full time) (part time)	
NO. AND TITLES OF EMPLOYEES SUPERVISED BY YOU				REASON FOR LEAVING			
DUTIES (Must be listed)							
OFFICIAL JOB (Start with most recent title)			COMPANY NAME			TYPE OF BUSINESS	
NAME & TITLE OF IMMEDIATE SUPERVISOR				BUSINESS ADDRESS			
				PHONE NO.			
EMPLOYED FROM (mo) (yr)		TO (mo) (yr)		TOTAL (yrs., mos)		SALARY OR WAGE \$ PER	
						HOURS PER WEEK (full time) (part time)	
NO. AND TITLES OF EMPLOYEES SUPERVISED BY YOU				REASON FOR LEAVING			
DUTIES (Must be listed)							
OFFICIAL JOB (Start with most recent title)			COMPANY NAME			TYPE OF BUSINESS	
NAME & TITLE OF IMMEDIATE SUPERVISOR				BUSINESS ADDRESS			
				PHONE NO.			
EMPLOYED FROM (mo) (yr)		TO (mo) (yr)		TOTAL (yrs., mos)		SALARY OR WAGE \$ PER	
						HOURS PER WEEK (full time) (part time)	
NO. AND TITLES OF EMPLOYEES SUPERVISED BY YOU				REASON FOR LEAVING			
DUTIES (Must be listed)							
OFFICIAL JOB (Start with most recent title)			COMPANY NAME			TYPE OF BUSINESS	
NAME & TITLE OF IMMEDIATE SUPERVISOR				BUSINESS ADDRESS			
				PHONE NO.			
EMPLOYED FROM (mo) (yr)		TO (mo) (yr)		TOTAL (yrs., mos)		SALARY OR WAGE \$ PER	
						HOURS PER WEEK (full time) (part time)	
NO. AND TITLES OF EMPLOYEES SUPERVISED BY YOU				REASON FOR LEAVING			
DUTIES (Must be listed)							

EMPLOYMENT (CONTINUED)

OFFICIAL JOB (Start with most recent title)		COMPANY NAME		TYPE OF BUSINESS	
NAME & TITLE OF IMMEDIATE SUPERVISOR				BUSINESS ADDRESS	
				PHONE NO.	
EMPLOYED FROM (mo)	(yr)	TO (mo)	(yr)	TOTAL (yrs., mos)	SALARY OR WAGE \$ PER (full time) (part time)
NO. AND TITLES OF EMPLOYEES SUPERVISED BY YOU				REASON FOR LEAVING	
DUTIES (Must be listed)					

J. DISCHARGE

HAVE YOU EVER BEEN DISCHARGED OR ASKED TO RESIGN FROM A JOB? <input type="checkbox"/> YES <input type="checkbox"/> NO				IF YES, ANSWER THE FOLLOWING:	
NAME OF EMPLOYER / COMPANY		EMPLOYED FROM (mo)	(yr)	TO (mo)	(yr)
		NAME & TITLE OF IMMEDIATE SUPERVISOR			
ADDRESS OF EMPLOYER / COMPANY				TELEPHONE NUMBER	
REASON FOR TERMINATION					

K. ANTICIPATED NON-COMPLIANCE

Is there anything about you that would preclude you from wearing a correctional uniform or working rotating shifts, working weekends, or working in inclement weather, or any other reason that would hinder your cooperating with the Department of Correction and everyday procedures?	
<input type="checkbox"/> YES <input type="checkbox"/> NO	IF YES, PLEASE EXPLAIN THE CIRCUMSTANCES.

L. FULL DISCLOSURE

NOTE: The answer to these questions in and of themselves will not preclude you from being hired. They are merely being asked to fully appraise the department of your background and prevent the possibility of compromising you in the future.

Is there anything in your past or present which would embarrass you or the department so as to possibly cause you to compromise the discharge of your duties should you be hired by the Department of Correction?

☐ YES ☐ NO IF YES, PLEASE EXPLAIN.

Do you have any relative(s) or cohabitants working for the Department of Correction?

☐ YES ☐ NO If yes, state name, relationship, and facility assigned.

Have you ever had correspondence (written or verbal) including visitation, telephone communication or the exchange of mail with an offender incarcerated in the Connecticut Department of Correction?

☐ YES ☐ NO If yes, state name, relationship, type of correspondence and facility assigned.

Do you have any family members who are currently incarcerated with or under the jurisdiction of the Department of Correction?

☐ YES If yes, state name, relationship, and facility where incarcerated.

☐ NO If no and your circumstances change, you must immediately notify the Department of Correction to update your file.

I acknowledge that if I am employed by the Department of Correction I am prohibited from visiting, corresponding with or accepting telephone calls from an inmate who is under the custody of the Department (except for an immediate family member and when authorized by the Facility Administrator). For the purpose stated above, immediate family is defined as: a spouse, parent or step parent, child or step child, grandparent or step grandparent, sibling or step sibling, grandchild or step grandchild.

APPLICANT'S SIGNATURE

Other than medical purposes, have you ever abused alcohol or drugs?

☐ YES ☐ NO If yes, explain in detail, (i.e.: type, frequency and date).

CERTIFICATION: I certify that the statements made by me on this supplemental application are true and complete to the best of my knowledge and are in good faith. I understand that if I make any misstatement of fact, I am subject to disqualification and dismissal and to such other penalties as may be prescribed by law or personnel regulations. All statements made on this supplemental application, including employment information, are subject to verification as a condition of employment.

APPLICANT'S SIGNATURE

DATE

REVISED 01/10/11



STATE OF CONNECTICUT
DEPARTMENT OF CORRECTION
24 WOLCOTT HILL ROAD
WETHERSFIELD, CONNECTICUT 06109

**AUTHORIZATION FOR
RELEASE OF INFORMATION AND WAIVER**

Applicant's Full Name (please print): _____

Any other names by which I have been / are known as: _____

To whom it may concern:

As an applicant for a position with the Connecticut Department of Correction, I am requested to furnish information for use in determining my qualifications, moral character, honesty and suitability. I hereby request and authorize the full disclosure of any and all records, files, reports, notes, opinions or any other information you may have concerning me, in any format whatsoever, including information of a confidential nature, to an authorized representative of the CT Department of Correction or other designated law enforcement agency. This includes, but is not limited to, the release of all employment files or records, performance evaluations, disciplinary records, background investigation files, polygraph records, psychological reports and any and all internal affairs investigations, complaints or grievances filed by or against me, training files, educational or school records and transcripts, civil service test applications and test results, driving history, military records, arrest or criminal records including any investigative files or reports, detention reports, filed intelligence reports, booking information, court records, probation records and/or traffic citations. This release includes photocopies or duplicates of the above material or documents if requested.

A photocopy or an electronic facsimile of this signed authorization form is considered to be as valid as the original. This authorization and waiver is valid for a period of two (2) years from the date of this signature.

I understand that any information obtained by a personal history background investigation, which is developed directly or indirectly, in whole or in part, upon this release of authorization will be considered in determining my suitability for employment by the Connecticut Department of Correction.

I hereby release you, your organization, it's representatives, agents and employees, and the Connecticut Department of Correction, it's representatives, agents and employees from any and all liability whatsoever and/or damages that may result from furnishing the above information.

Do not sign until you are in the presence of a CT DOC Human Resources Representative.

Signature: _____ Date: _____

Witness: _____ Date: _____